

INDIANA DEPARTMENT OF CHILD SERVICES

Regional Request for Proposal to Provide:

Community Mental Health Center

Regional Child Welfare Services

Response Due Date:

March 1, 2019

Child Welfare Services
Indiana Department of Child Services
302 W. Washington St., Room E306
Indianapolis, Indiana 46204

SECTION ONE

1.0 GENERAL INFORMATION AND REQUESTED PRODUCTS/SERVICES

1.1 INTRODUCTION

The Department of Child Services (DCS), in accordance with its State Plan requires multiple child welfare services in all 18 regions and 92 counties. The regions and included counties are listed below. It is the intent of DCS to solicit responses to this Request for Proposals (RFP) in accordance with the statement of work, proposal preparation section, and specifications contained in this document. This RFP is being posted to the DCS website <http://www.in.gov/dcs/3155.htm> for downloading attachments. Neither this RFP nor any response (proposal) submitted hereto are to be construed as a legal offer.

Region 1: Lake

Region 2: Jasper, LaPorte, Newton, Porter, Pulaski, Starke.

Region 3: Elkhart, Kosciusko, Marshall, St. Joseph.

Region 4: Allen, DeKalb, LaGrange, Noble, Steuben, Whitley.

Region 5: Benton, Warren, Fountain, White, Tippecanoe, Carroll, Clinton

Region 6: Cass, Fulton, Howard, Huntington, Miami, Wabash.

Region 7: Adams, Blackford, Delaware, Grant, Jay, Randolph, Wells.

Region 8: Clay, Parke, Sullivan, Vermillion, Vigo.

Region 9: Montgomery, Putnam, Hendricks, Boone, Morgan.

Region 10: Marion

Region 11: Hamilton, Tipton, Madison, Hancock.

Region 12: Fayette, Franklin, Henry, Rush, Union, Wayne.

Region 13: Brown, Greene, Lawrence, Monroe, Owen.

Region 14: Bartholomew, Jackson, Jennings, Johnson, Shelby.

Region 15: Dearborn, Decatur, Jefferson, Ripley, Ohio, Switzerland.

Region 16: Gibson, Knox, Pike, Posey, Vanderburgh, Warrick.

Region 17: Crawford, Daviess, Dubois, Martin, Orange, Perry, Spencer.

Region 18: Clark, Floyd, Harrison, Scott, Washington.

1.2 PURPOSE OF THE RFP

The purpose of this RFP is to select Certified Community Mental Health Centers that can satisfy the DCS need for the provision of a comprehensive array of child welfare services to all 18 regions and the corresponding 92 local offices in the State.

Community-Based Services, formerly referred to as IV-B Services, are programs which promote the well-being of children and families and are designed to strengthen and stabilize families (including biological, adoptive, foster, and extended families). Services shall be provided in accordance with the Service Standards (Attachment A).

Medicaid

There are various methods of payment for certain components in the Community-Based Service Standards: Medicaid Clinic Option (MCO), Medicaid Rehabilitation Option (MRO) and Department of Child Services (DCS). It is the responsibility of the service provider to utilize Medicaid for Medicaid eligible services prior to seeking DCS funding. It is expected that clients and families will receive services that are medically necessary as well as services to fully address child safety and family functioning regardless of the funding source.

The CMHC should assist clients in their application to enroll in Medicaid. It is expected that the CMHC utilize Medicaid funding for all eligible services, and to know which services are billable to Medicaid. DCS will make payment for authorized services that cannot be billed to Medicaid.

It is the CMHC’s responsibility to ensure their staff meet the minimum qualifications of the DCS service standards.

Below are the Service Standards included in this Request for Proposals and the method of payment. See Attachment A for the full Service Standard.

<u>Service</u>	<u>Service Standard</u>	<u>Method of Payment</u>
		DCS funding
		Medicaid Rehabilitation Option (MRO)
		Medicaid Clinic Option (MCO)
FAMILY CENTERED SERVICES	Home-Based Family Centered Casework Services	DCS
	Home-Based Family Centered Therapy Services	DCS/MRO
	Homemaker/Parent Aid	DCS
OTHER SERVICES		
	Counseling	DCS/MCO
	CHINS Parent Support	
	Diagnostic and Evaluation Services	DCS/MCO
	Parent Education	DCS
	Parenting / Family Functioning Assessment	DCS
	Sexually Harmful and Reactive Youth (Sex Offender Treatment)	DCS/MCO/MRO

	Tutoring/Literacy Classes	DCS
	Visit Supervision	DCS
	Father Engagement	DCS
	Resource Family Support Services	DCS
ADDICTIONS	Withdrawal Management (Detoxification Services)	DCS/Medicaid
	Residential Substance Use Treatment	DCS/Medicaid
	Substance Use Disorder Assessment	DCS/MCO
	Substance Use Outpatient Treatment	DCS/MCO/MRO
	Med – Assessment for MRO	MRO
	Med – Medication Training and Support	MRO
	Med – Peer Recovery Services	MRO
CHILDREN’S MENTAL HEALTH INITIATIVE	Children’s Mental Health Initiative	DCS
SOBRIETY TREATMENT AND RECOVERY TEAMS	Family Mentor	DCS
	Treatment Coordinator	DCS

1.3 SUMMARY SCOPE OF WORK

Contractors chosen will be expected to provide Community-Based Services in a manner that is consistent with the Principles of Child Welfare Services (Attachment D). These specifications include but are not limited to: length, quality and type of service, qualifications of staff, documentation requirements, as well as, program reports and evaluation.

1.4 Children’s Mental Health Initiative

The Children’s Mental Health Initiative (CMHI) is an initiative to provide services to children who do not have formal involvement with the child welfare system, but due to their behavioral health needs, require services to maintain safety in their home and community. When community services are not able to maintain the child at home, the CMHI may fund higher level out of home services. The CMHI provides services to children who are

not eligible for Medicaid, but would otherwise meet the level of need to qualify for the Medicaid funded Children's Mental Health Wraparound Services. CMHI providers must be appropriately certified by the Division of Mental Health and Addictions to provide Children's Mental Health Wraparound (CMHW) Services. Services provided may include:

- Assessment for eligibility
- Wraparound Facilitation
- Habilitation
- Respite
- Family Support and Training for the Unpaid Caregiver
- Behavioral health services as defined under Medicaid Rehabilitation Option
- Behavioral health services as defined under Medicaid Clinic Option
- Other necessary client specific services

The minimum standards and qualifications for Wraparound Facilitation, Habilitation, Respite and Family Support and Training for the Unpaid Caregiver are located at <http://www.in.gov/fssa/dmha/2766.htm> Medicaid Rehabilitation Option services and Medicaid Clinic Option services are defined at <http://provider.indianamedicaid.com>. Other DCS referred services for the family may be provided utilizing the Department of Child Services Service Standards located at <http://www.in.gov/dcs/3159.htm> Services under the Children's Mental Health Initiative are provided according to the Children's Mental Health Initiative Protocol.

Please note these critical differences between the Medicaid funded Children's Mental Health Wraparound Services and the Children's Mental Health Initiative:

1. DCS may expand the target population of the Children's Mental Health Initiative beyond that which is covered under the Children's Mental Health Wraparound Services.
2. DCS may determine that Wraparound Facilitation services should continue when the youth is in an out of home setting (hospital, residential facility, etc.)

1.5 QUESTION/INQUIRY PROCESS

Questions/Inquiries must be submitted utilizing Attachment L (Required Question Form) via email (ChildWelfarePlan@dcs.IN.gov) and must be received by the Department of Child Services by 10am February 15, 2019. Following the question/inquiry due date, the Department of Child Services personnel will compile a list of the questions/inquiries submitted by Respondents. The responses will be posted to the Department of Child Services website by February 15, 2019. Only answers posted on the Department of Child Services website www.in.gov/dcs/3153.htm will be considered official and valid by the State. No Respondent shall rely upon, take any action, or make any decision based upon any verbal communication with any State employee.

Inquiries are not to be directed to any staff member of DCS. Such action may disqualify Respondent from

further consideration for a contract resulting from this RFP.

If it becomes necessary to revise any part of this RFP, or if additional information is necessary for a clearer

interpretation of provisions of this RFP prior to the due date for proposals, an addendum will be posted on the Department of Child Services website. If such addenda issuance is necessary, the Department of Child Services may extend the deadline for proposal submission.

1.6 DUE DATE FOR PROPOSALS

To be considered, proposals must be the original signed hard copy post marked no later than March 1, 2019 to:

Department of Child Services
Attn: Proposals
302 W. Washington Street
Room E 306-MS47
Indianapolis, IN 46204-2739

1.7 PROPOSAL CLARIFICATIONS, PROPOSAL DISCUSSIONS, AND CONTRACT DISCUSSIONS

The State reserves the right to request clarifications on proposals submitted to the State. The State also reserves the right to conduct proposal discussions, either oral or written, with Respondents. These discussions could include request for additional information, request for cost or technical proposal revision, etc. Additionally, in conducting discussions, the State may use information derived from proposals submitted by competing respondents only if the identity of the respondent providing the information is not disclosed to others. The State will provide equivalent information to all respondents which have been chosen for discussions. Discussions, along with negotiations with responsible respondents may be conducted for any appropriate purpose. The Department of Child Services or its appointed representatives will initiate and facilitate all discussions. Any information gathered through oral discussions must be confirmed in writing.

1.8 REFERENCE SITE VISITS

Following an award, The State may require site visit(s) to a Respondent's working support center to aid in the evaluation of the Respondent's provision of service.

1.9 TYPE AND TERM OF CONTRACT

The State intends to sign a contract with multiple Respondent(s) to fulfill the requirements in this RFP. (Sample Contract in Attachment F) (Exhibit 1 of the Contract is in Attachment G) Comments regarding proposed changes to the sample contract may be submitted with the proposal for consideration.

The term of the contract shall be for a period determined by the timing of the request for the proposal and the necessary period of time to activate a contract. All contracts will end **June 30, 2021**. The state may exercise the option to extend contracts for two years.

1.10 CONFIDENTIAL INFORMATION

Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act (APRA), IC 5-14-3 et seq., and, after the contract award, the entire RFP file may be viewed and copied by any member of the public, including news agencies and competitors. Respondents claiming a statutory exception to the APRA must place all confidential documents in a sealed envelope clearly marked "Confidential" and must indicate on the outside of that envelope that confidential materials are included. The Respondent must also specify the statutory exception of APRA that applies. The State reserves the right to make determinations of confidentiality. If the Respondent does not identify the statutory exception, DCS will not consider the submission confidential. If the State does not agree that the information designated is confidential under one of the disclosure exceptions to APRA, it may seek the opinion of the General Counsel for the Department of Child Services. Prices are not confidential information.

1.11 SECRETARY OF STATE REGISTRATION

If awarded a contract, the Respondent will be required to register the agency's legal name, and be in good standing, with the Secretary of State. This legal name must be used on all documents included in the proposal process. The registration requirement is applicable to all limited liability partnerships, limited partnerships, corporations, S-corporations, nonprofit corporations and limited liability companies. Information concerning registration with the Secretary of State may be obtained by contacting:

Secretary of State of Indiana
Corporation Division
402 West Washington Street, E018
Indianapolis, IN 46204
(317) 232-6576
www.in.gov/sos

Note: When you complete the application, your agency's legal name must match your registered name with the Secretary of State. If it does not and your agency is selected for a contract, the contract will be delayed until this is resolved.

Before contracts are moved through the signature process they must pass review by the Department of Workforce Development (DWD) and Department of Revenue (DOR). If an agency that is accepted for a contract by DCS has unpaid unemployment insurance or unpaid taxes to the State, the contract will be held until these issues are resolved. Any issues must be resolved with DWD/DOR. It is extremely important that all agencies are aware of this review to prevent delays in the timely execution of the contract.

1.12 COMPLIANCE CERTIFICATION

Responses to this RFP serve as a representation that the respondent has no current or outstanding criminal, civil, or enforcement actions initiated by the State, and it agrees that it will immediately notify the State of any such actions. The Respondent also certifies that neither it nor its principals are presently in arrears in payment of its taxes, permit fees or other statutory, regulatory or judicially required payments to the State. The Respondent agrees that the State may confirm, at any time, that no such liabilities exist. If such liabilities are discovered, the State may bar the Respondent from contracting with the State, cancel existing contracts, withhold payments to setoff such obligations, and withhold further payments or purchases until the entity is current in its payments on its liability to the State and has submitted proof of such payment to the State. If, in an audit or review by the State, it is discovered that there is a non-compliance issue with either the service standard or the contract, the State may elect to impose a financial penalty.

1.13 AMERICANS WITH DISABILITIES ACT

The Respondent specifically agrees to comply with the provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq. and 47 U.S.C. 225).

1.14 SUMMARY OF MILESTONES

Key RFP Dates: Activity	Date
Issue of RFP	February 1, 2019
Questions due to DCS	February 15, 2019 10am EST
Responses to questions posted to website	February 20, 2019
Submission of Proposals	Original signed hard copy postmarked by March 1, 2019
The following timeline is only an illustration of the RFP process. The dates associated with each step are not to be considered binding. Due to the unpredictable nature of the evaluation period, these dates are commonly subject to change.	
Notification of Awards	May 1, 2019
Contract Start Date	July 1, 2019
Contract End Date	June 30, 2021

SECTION TWO

Community Mental Health Center Proposal

2.0 PROPOSAL PREPARATION INSTRUCTIONS

2.1 GENERAL

To facilitate the timely evaluation of proposals, a standard format for proposal submission has been developed and is described in this section. The proposal/application will be signed and submitted per the instructions.

Each Proposal must include

1. Application Letter (Attachment C): Must be completed in its entirety, signed in blue ink, and the original mailed to:
Department of Child Services
Attn: Proposals
302 W. Washington Street
Room E 306-MS47
Indianapolis, IN 46204-2739
Letter must be postmarked no later than March 1, 2019.

2.2 APPLICATION

The application letter (Attachment C) is available online. It includes agency information. It also includes the certification that the respondent agrees to the assurances (Attachment E), sample contract (Attachment F), Child Welfare Principles (Attachment D) and service standards (Attachment A). The application should be signed by a person authorized to commit the Respondent to its representations and who can certify that the information offered in the proposal meets all general conditions.

2.3 RATES

DCS has set standardized rates for each billable unit. No rate will be approved above the standard rate.

SECTION THREE

PROPOSAL EVALUATION

3.1 PROPOSAL EVALUATION PROCEDURE

The State will select a group of personnel to act as a proposal evaluation team. Subgroups of this team, consisting of one or more team members, will be responsible for evaluating proposals with regard to compliance with RFP requirements. All evaluation personnel will use the evaluation criteria stated in Section.

The Department of Child Services designee will, in the exercise of sole discretion, determine which proposals offer the best means of servicing the interests of the State. Recommendation by the Regional Service Councils will be considered when determining which proposals will be accepted for contracts.

The procedure for evaluating the proposals against the evaluation criteria will be as follows:

1. Each proposal will be evaluated for adherence to requirements and Assurances on a pass/fail basis. Proposals that are incomplete or otherwise do not conform to proposal submission requirements may be eliminated from consideration.
2. Based on the results of this evaluation, the qualifying proposal determined to be the most advantageous to the State, taking into account all of the evaluation factors, may be selected by the Department of Child Services for further action, such as contract negotiations. If, however, the Department of Child Services decides that no proposal is sufficiently advantageous to the State, the State may take whatever further action is deemed necessary to fulfill its needs. If, for any reason, a proposal is selected and it is not possible to consummate a contract with the Respondent, the Department of Child Services may begin contract preparation with the next qualified Respondent or determine that no such alternate proposal exists. The State may also choose multiple respondents to provide services.

3.2 EVALUATION CRITERIA

Proposals will be evaluated based upon the proven ability of the Respondent to satisfy the requirements of the RFP in a cost-effective manner. Each of the evaluation criteria categories is described below with a brief explanation of the basis for evaluation in that category (Attachment I). If any one or more of the listed criteria on which the responses to this RFP will be evaluated are found to be inconsistent or incompatible with applicable federal laws, regulations or policies, the specific criterion or criteria will be disregarded and the responses will be evaluated and scored without taking into account such criterion or criteria.



ATTACHMENT I CMHC PROPOSAL SCORING TOOL

Date: __/__/____		
Provider: _____		
Instructions: 1. Adherence to mandatory requirements is Pass/Fail. The Regional Child Welfare Services Coordinator will supply information of Pass/Fail for this question. 2. Please complete one score sheet for each Service Standard being proposed. 3. Remember to rate each statement listed on the score sheet. A rating should be selected for each numbered item. The leader will collect the evaluations and the confidentiality forms and return them to the Regional Child Welfare Services Coordinator.		
Adherence to Mandatory Requirements (followed instructions and standard format and inclusion of a budget if applicable)	(circle one)	PASS FAIL
Per 440 IAC 4.1, Certification as a Community Mental Health Center	(circle one)	PASS FAIL
Justification for Fail:		
Evaluator Signature:	Print Name:	Date:
Evaluator Signature:	Print Name:	Date:
Evaluator Signature:	Print Name:	Date:

The Department of Child Services designee will, in the exercise of sole discretion, determine which proposal(s) offer the best means of servicing the interests of the State. The exercise of this discretion will be final. DCS reserves the right to contract with multiple respondents for the same service within the same region & local office.

SECTION FOUR

REPORTS

4.0 REPORTS

Providers will be required to prepare, maintain, and provide any statistical reports, program reports, other reports, or other information as requested by DCS relating to the services provided.

4.1 MONTHLY REPORTS

Two templates for monthly reports have been developed. One is specific to Visitation and the other is general to all other services. Note that visitation can be contracted through its own service standard or there are several service standards under which visitation is a component. In all of these instances, the “Visitation Monthly Report” should be used as the reporting tool for visitation regardless of the service standard under which it is being delivered.

NOTE: The Visitation Monthly report has two parts. The first part is the actual monthly report. The second page is a report for each visit. The report for each visit should be returned to the FCM/Probation Officer within 3 days. These should be summarized monthly.

A generic monthly report has been developed for all other service standards. It is titled “Monthly Progress Report”.

These monthly reports are due by the 10th of the month following service.

See Attachment H for templates of: Monthly Progress Report and Visitation Progress Report

SECTION FIVE

See <http://www.in.gov/dcs/3155.htm> for attachments

ATTACHMENTS

A	Service Standards	
B	Unit Rates	
C	Application Letter	To be completed, signed and mailed to DCS.
D	Principles of Child Welfare Services	For your information. A signed Application certifies agreement to adhere to the Principals of Child Welfare Services.
E	Assurances	For your information. A signed Application certifies the Assurances.
F	Sample Contract	Sample only
G	Exhibit 1	Certification of Completion of Required Criminal and Background Checks
H	Reporting Forms	Expectations for reporting once a provider has a contract to provide services.
I	Proposal Scoring Tool	Tool that DCS staff will use to score the proposals
J	Federal Selected Disallowed Expenses	For your information. Expenses that are not allowed.
K	Clinical Interview and Assessment Document	Required report document for all clinical interview and assessments
L	Question Form	Required format to submit questions for this Request for Proposals

